

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION  
NUMBER

SUBJECT: Projects

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Recision: Administrative Instruction  dated 23 March 1948, and Amendments thereto.

1. a. A Projects Review Committee is hereby established to review and make recommendations to the Director in connection with all administrative and operational projects involving the expenditure of CIA funds for purposes not specifically defined as normal routine operating expenses in the approved annual budget for CIA.

b. The committee will be composed of:

Executive	-	Chairman
Budget Officer	-	Member
Assistant Director or Staff Chief	-	Member
sponsoring project		
General Counsel	-	Legal advisor and recorder
		without vote

Such advisory personnel as required by the Chairman or the sponsoring official may attend committee discussions without vote.

c. (1) Provision in the budget for funds for routine operating expenses will normally constitute authorization for expenditure or obligation without prior Projects Review Committee action.

(2) Funds made available by allocation in the budget for specific purposes under broad general authorizations which are not for routine normal operating expenses will not be obligated or expended without prior presentation to the Projects Review Committee of each individual project involving such an expenditure or obligation. (Example: \$200,000 is allocated for communications development or research purposes. A specific project is planned under this authorization, which will require obligation of \$75,000. Prior PRC action is required.)

(3) Expense in connection with covert projects for which funds are provided in area activity estimates approved for overseas implementation in budget presentations for the fiscal year 1951 and thereafter will be considered normal routine operating expenses in the sense of paragraph c(1) above, except as indicated in paragraph 7 below.

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(4) Research and development projects involving contracts within the United States will be referred to the Projects Review Committee prior to execution of the contracts.

2. Assistant Directors and Staff Chiefs desiring to implement projects involving the expenditure of CIA funds will:

a. Prepare a detailed project description, including:

(1) Necessity for project.

(2) Additional personnel requirements and/or organizational changes, if any.

(3) Estimate of time required to implement or complete the project, including urgency.

(4) Whether vouchered or unvouchered funds are recommended, and basis for recommending unvouchered funds.

(5) Estimated cost, by purpose, separately for vouchered and unvouchered funds if both are recommended. Current status of any previous authorizations for same or similar project will be shown separately.

(6) Necessity for other agency support if implementation and/or completion by CIA is not considered feasible (see paragraph 6 below).

b. Coordinate the project with each interested other CIA activity and obtain written concurrence or non-concurrence from each for submission with the project. Non-concurrences will be supported by written reasons.

c. Submit the project, in original and one copy, to the Chairman of the Projects Review Committee.

d. Covert Projects may be modified in presentation to the extent commensurate with essential security factors.

3. The Committee will meet at the call of the chairman, review projects submitted, and make recommendations to the Director, who will take final action on each project.

4. The sponsoring officer, if he so desires, may submit a minority report to the Director, and such minority report will be added to the report of the committee as an appendix to the report.

5. a. The Recorder will record the meeting, including the action of the Director, and distribute one copy each to:

(1) Assistant Director or Staff Chief who initiated the project.

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(2) Executive, who will issue necessary instructions to implement the action of the Director.

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6. a. No outside agency will be approached by any individual employed by CIA in connection with the development of any contemplated project involving the possible transfer of funds from CIA to such outside agency until the prior approval for such action has been obtained from the Director.

b. When the necessity for the initiation of a new project becomes apparent, the office or staff head concerned will:

(1) Explore the possibility of handling the project through CIA facilities without the assistance of any outside agency.

(2) If, in his opinion, the assistance of any outside agency will be essential, the project will be submitted in writing to the Executive with sufficient detail to enable a recommendation to be made, either for final action or reference to the Projects Review Committee for preliminary review.

c. In those cases where it is determined by the Director that CIA should provide financial support for assistance from an outside agency, the head of the CIA activity which initiates the project will be informed and authorized to develop the details in coordination with such outside agency for resubmission as a regular project under the provisions of this directive.

7. These instructions apply to all activities of CIA, including overseas covert projects which involve major deviations from budget presentations necessitating possible requirements for additional funds in excess of overall budget allocations.

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